

CLASS TITLE: DEPUTY MOTOR VEHICLES ADMINISTRATOR

Class Code: 02522700

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve in a responsible professional capacity in the performance of administrative functions in the office of the Motor Vehicles Administrator Department of Administration (DOA) by developing and maintaining a continuous coordinated effort and liaison with and between the various divisions of the Department of Administration, other state agencies, the General Assembly and all operating sections within the Division of Motor Vehicles; to relieve a superior of important administrative details; to serve in case of absence or inability of a superior to perform assigned duties; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Motor Vehicles Administrator (DOA) with considerable latitude for the exercise of initiative and independent judgement; assignments are subject to review for results obtained and adherence to rules, regulations and prescribed policies and procedures.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of subordinates, and exercises functional supervision over other staff positions assigned to assist in the performance and execution of any specific task or project as delegated.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for developing and maintaining a continuous coordinated effort and liaison with and between the various divisions of the Department of Administration, other state agencies, the General Assembly and all operating sections within the Division of Motor Vehicles.

To keep currently informed on proposed legislation and to advise a superior upon analyzing and evaluating the possible effect upon existing policies and procedures and to recommend legislation for the purpose of improving and upgrading the operations of the Division of Motor Vehicles both internally and as they affect the motoring public.

To serve in case of absence or inability of a superior to perform assigned duties.

To accumulate data, analyze requests, project personnel requirements and prepare the annual budget request for review and approval.

To coordinate the flow of supplies and services between the Division of Motor Vehicles and other state agencies.

To make analyses of proposed changes in policies, procedures, or workflows and to prepare reports and recommendations thereon.

To approve the requisitioning and be responsible for the receiving, storing, issuing and accountability of all divisional equipment and supplies.

To assist in the investigating and resolving of divisional personnel problems; to prepare data and make recommendations relative to labor relations matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of administrative management; the ability to make fact finding studies of operational policies and procedures, and prepare reports and make recommendations thereon; a working knowledge of the basic principles, practices and

procedures of state government and the ability to apply this knowledge in the administration and operation of a statewide motor vehicles program; the ability to work effectively in a liaison capacity between the Deputy Director (DOT) and the various sections within the Division of Motor Vehicles, the General Assembly and other state agencies; the ability to foster efficient and harmonious relations between all operating sections within the Division of Motor Vehicles; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative or supervisory capacity in a governmental or private agency concerning the application of principles and practices of business or public administration, and involving planning, coordinating and supervision of policies and procedures in several organizational units of varying and/or diversified responsibilities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 28, 1988

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